

Melville H. Hughes, M.D., P.C. Tania Cohen, PA-C, MPAS

Effective May 2015

Returned Check Policy

The return of a check for issued to the practice of Melville Hughes, M.D., P.C. will result in a fee of \$25.00 being placed on the account of the patient or individual on whose behalf the check was presented for. Each account will be allowed two returned checks after which payment by check will no longer be accepted. At that time, written notice will be sent to the patient/individual on how to resolve the matter on the account as well as acceptable payment methods.

Returned Check Payment Methods

1. Cash. Any cash payments must be made in person to either office location.
DO NOT MAIL CASH!
2. Certified Check/Money Order. A Certified Bank check or Money Order made payable to Melville H. Hughes, M.D., P.C. Include your name, account #, current address, and phone number on the face of the check please.

Deliver in person any cash payments or mail any certified funds to the following address:

**Melville H Hughes, M.D., P.C.
1 Bushwick Rd, Suite D
Poughkeepsie, NY 12603**

Thank you for your understanding and cooperation.

1 Bushwick Rd / Suite D / Poughkeepsie, NY 12603 / PH 845-471-5095 / F 845-471-5096
7 Pine Woods Rd / Suite 5 / Hyde Park, NY 12538 / PH 845-229-3376 / F 845-229-3378